Training Design Evaluation Check Sheet

Check the block to indicate accomplishment of the step. Include this worksheet with the pilot test reviews.

	In general the design of this training followed the NRCS adopted process.
	All approvals that were required were secured.
	Needs were identified through a Performance Problem Analysis or a Formal Needs Assessment.
	Targeted learners were identified and their characteristics were assessed and documented.
	A work setting analysis was conducted and documented.
	A job, task, content analysis was conducted and documented.
	Performance objectives were established and written according to guidelines.
	Written performance measurements were established according to guidelines.
	Performance objectives were sequenced according to guidelines.
	The training strategies chosen are supported by the application of adult learning theory are cost effective and use technology in an appropriate manner to deliver training.
	Instructor manuals and student workbooks were developed according to the NEDC guidelines.
	Pilot testing included the appropriate reviews.
	Employee Development Specialist Date